

Message Text

UNCLASSIFIED

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42

ACTION DRC-01

INFO OCT-01 ARA-10 ISO-00 L-03 OMB-01 A-01 OPR-02 MMO-04

SY-05 PER-03 SCA-01 /032 W
----- 068452

R 041040Z AUG 75

FM AMCONSUL PARAMARIBO

TO SECSTATE WASHDC 2111

UNCLAS SECTION 1 OF 2 PARAMARIBO 0370

EO 11652: NA

TAGS: AINF, OGEN, NS

SUBJ: IMPLEMENTATION OF PRIVACY ACT

REF: A. STATE 172353; B. STATE 179745

1. FOLLOWING NAME-RETRIEVABLE RECORD SYSTEMS, WHICH MAY BE SUBJECT TO PROVISIONS OF PRIVACY ACT, ARE MAINTAINED BY POST. ALL SYSTEMS ARE UNCLASSIFIED UNLESS OTHERWISE SPECIFIED.

2. CONSULAR SECTION RECORD SYSTEMS. NAME OF RECORD: REGISTRATION CARDS OF U.S. CITIZENS RESIDING IN PARAMARIBO CONSULAR DISTRICT (FS-558); CATEGORY OF INDIVIDUAL: U.S. CITIZENS WHO LIVE OR WORK IN SURINAM; CATEGROY OF RECORD: ADDRESSES AND BIOGRAPHICAL DATA; AUTHORITY: RECORDS MANAGEMENT HANDBOOK (RMH) APPENDIX B, CHAPTER 9 AND 8 FAM 260; ROUTINE USES: UNTIL NOW THERE HAS BEEN NO ROUTINE DISCLOSURE OUTSIDE DEPARTMENT; RECORD MANAGEMENT: CARDS STORED IN WOODEN CARD FILE BOX IN CONSULAR SECTION, AREA UNDER CONSTANT SURVEILLANCE BY AMERICAN OR LOCAL EMPLOYEES, INDEXED BY NAME, RETAINED FIVE YEARS AFTER DEPARTURE OF REGISTRANT; SYSTEM MANAGER: CONSULAR OFFICER; OTHER THAN INDIVIDUAL SOURCES: GENERALLY, INDIVIDUALS ONLY.

3. REGISTRATION CARDS OF U.S. CITIZENS TEMPORARILY SOJOURNING IN PARAMARIBO CONSULAR DISTRICT; U.S. CITIZENS SPENDING UP TO FEW MONTHS IN SURINAM; ADDRESSES AND ABBREVIATED BIOGRAPHICAL DATA; RMH AND 8 FAM 260; NO ROUTINE DISCLOSURE OUTSIDE DEPARTMENT; CARDS STORED IN CONSOLIDATED CARD FILE IN CONSULAR SECTION, UNCLASSIFIED

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INDEXED BY NAME, RETAINED SIX MONTHS AFTER DEPARTURE OF

REGISTRANT; CONSULAR OFFICER; GENERALLY, INDIVIDUALS ONLY.O

4. GENERAL PASSPORT AND CITIZENSHIP FILE; U.S. CITIZENS APPLYING FOR PASSPORTS AND INQUIRING ABOUT ELIGIBILITY FOR CITIZENSHIP; FULL BIOGRAPHIC PARTICULARS; RMH AND 8 FAM 240; NO ROUTINE DISCLOSURE OUTSIDE DEPARTMENT; CORRESPONDENCE STORED IN BAR-LOCK CABINET IN CONSULAR SECTION, ITEMS RELATING TO ONE OR MORE INDIVIDUALS INCLUDED IN COMMON FOLDER, RETAINED FOUR YEARS; CONSULAR OFFICER; GENERALLY, INDIVIDUALS ONLY.

5. VETERAN'S ADMINISTRATION FILE; U.S. CITIZENS APPLYING FOR OR INQUIRING ABOUT VETERANS BENEFITS; BIOGRAPHICAL DATA; RMH AND 7 FAM 210; NO ROUTINE DISCLOSURE OUTSIDE DEPARTMENT; CORRESPONDENCE STORED IN BAR-LOCK CABINET IN CONSULAR SECTION, ITEMS RELATING TO ONE OR MORE INDIVIDUALS INCLUDED IN COMMON FOLDER, RETAINED FIVE YEARS; CONSULAR OFFICER; PHYSICIANS, U.S. GOVERNMENT.

6. DEATH CASE FILE; U.S. CITIZENS WHO DIE IN SURINAM; BIOGRAPHICAL AND MEDICAL DATA, INFORMATION ON PERSONAL ASSETS; RMH AND 7 FAM 440; NO ROUTINE DISCLOSURE OUTSIDE DEPARTMENT; CORRESPONDENCE STORED IN BAR-LOCK CABINET IN CONSULAR SECTION, ITEMS RELATING TO ONE OR MORE INDIVIDUALS INCLUDED IN COMMON FOLDER, RETAINED FIVE YEARS; CONSULAR OFFICER; FAMILIES, PHYSICIANS, CORONERS.

7. WELFARE AND WHEREABOUTS FILE; U.S. CITIZENS WHO REQUEST ASSISTANCE IN RETURNING TO THE U.S.; FULL FINANCIAL DISCLOSURE AND BIOGRAPHICAL DATA; RMH AND 7 FAM 300; NO ROUTINE DISCLOSURE OUTSIDE DEPARTMENT; CORRESPONDENCE STORED IN BAR-LOCK CABINET IN CONSULAR SECTION; ITEMS RELATING TO ONE OR MORE INDIVIDUALS INCLUDED IN COMMON FOLDER, RETAINED ONE YEAR; CONSULAR OFFICER; GENERALLY, INDIVIDUALS ONLY.

8. FEDERAL BENEFITS AND SERVICES FILE; U.S. CITIZENS WHO APPLY FOR OR INQUIRE ABOUT SOCIAL SECURITY AND OTHER FEDERAL BENEFITS; BIOGRAPHICAL, MEDICAL AND EMPLOYMENT DATA; RMH AND 7 FAM 240-290; NO ROUTINE DISCLOSURE OUTSIDE DEPARTMENT; CORRESPONDENCE STORED IN BAR-LOCK CABINET IN CONSULAR SECTION, ITEMS RELATING TO ONE OR MORE INDIVIDUALS INCLUDED IN COMMON FOLDER, UNCLASSIFIED

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RETAINED ONE YEAR; CONSULAR OFFICER; PHYSICIANS, U.S. GOVERNMENT.

9. ADMINISTRATIVE SECTION RECORD SYSTEMS. PERSONNEL FILES; U.S. CITIZEN EMPLOYEES OF CONSULATE GENERAL; PERSONAL INFORMATION; RMH APPENDIX B, CHAPTER 7 AND 3 FAM 090; NO ROUTINE DISCLOSURE OUTSIDE DEPARTMENT; CORRESPONDENCE STORED IN BAR-LOCK CABINET IN ADMINISTRATIVE SECTION, AREA UNDER CONSTANT SURVEILLANCE BY AMERICAN OR LOCAL EMPLOYEES, INDIVIDUAL

FOLDER FOR EACH EMPLOYEE, RETAINED THREE YEARS AFTER DEPARTURE OF EMPLOYEE; ADMINISTRATIVE OFFICER; CREDITORS.

10. CENTRAL FILES RECORD SYSTEMS. GENERAL CONSULAR FILE (CONS); U.S. CITIZENS WHO REQUEST OR WHO ARE THE SUBJECTS OF REQUESTS FOR CONSULAR ASSISTANCE; RMH APPENDIX B, CHAPTER 4 AND 7 FAM 300; NO ROUTINE DISCLOSURE OUTSIDE DEPARTMENT; CORRESPONDENCE STORED IN BAR-LOCK CABINET IN C&R SECTION, ACCESS BY AUTHORIZED AMERICAN PERSONNEL ONLY; ITEMS RELATING TO ONE OR MORE INDIVIDUALS INCLUDED IN COMMON FOLDERS, RETAINED THREE YEARS: C&C OFFICER; GENERAL PUBLIC.

11. EMPLOYEE VEHICLES FILE (PER 15-4); U.S. CITIZEN EMPLOYEES OF CONSULATE GENERAL; LOCAL SALE AND REGISTRATION OF AUTOMOBILES; RMH 3 FAM 620 AND FAMC 378 (2/1/66); NO ROUTINE DISCLOSURE OUTSIDE DEPARTMENT; CORRESPONDENCE STORED IN BAR-LOCK CABINET IN C&R SECTION; ITEMS RELATING TO ONE OR MORE INDIVIDUALS INCLUDED IN COMMON FOLDER RETAINED THREE YEARS: C&R OFFICER; GENERALLY, INDIVIDUALS ONLY.

12. ORGANIZATIONAL FILE (ORG); U.S. CITIZEN EMPLOYEES OF CONSULATE GENERAL; DUTY OFFICER SCHEDULES AND FUNCTIONAL ASSIGNMENT LISTS; RMH AND 2 FAM 145; NO ROUTINE DISCLOSURE OUTSIDE DEPARTMENT; CORRESPONDENCE STORED IN BAR-LOCK CABINET IN C&R SECTION, ITEMS RELATING TO SEVERAL INDIVIDUALS INCLUDED IN COMMON FOLDER, RETAINED THREE YEARS: C&R OFFICER; POST.

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ACTION DRC-01

INFO OCT-01 ARA-10 ISO-00 A-01 OPR-02 MMO-04 L-03 OMB-01

SY-05 PER-03 SCA-01 /032 W
----- 068555
R 041040Z AUG 75
FM AMCONSUL PARAMARIBO
TO SECSTATE WASHDC 2112

UNCLAS SECTION 2 OF 2 PARAMARIBO 0370

13. ECONOMIC AFFAIRS (E), FINANCIAL AFFAIRS (FN), FOREIGN TRADE (FT), TRADE PROMOTION AND ASSISTANCE (TP), TRADE COMPLAINTS

AND DISPUTES (TP 10) AND TRADE AND INVESTMENT OPPORTUNITIES (TP 15) FILES; U.S. CITIZENS WHO INQUIRE ABOUT TRADE AND INVESTMENT OPPORTUNITIES OR WHO ARE INVOLVED IN TRADE DISPUTES; FINANCIAL, COMMERCIAL DATA; RMH AND 10 FAM 900, 940 AND 980; NO ROUTINE DISCLOSURE OUTSIDE DEPARTMENT; CORRESPONDENCE STORED IN BAR-LOCK CABINET IN C&R SECTION, ITEMS RELATING TO NUMEROUS INDIVIDUALS AND FIRMS INCLUDED IN COMMON FOLDERS, RETAINED THREE YEARS; C&R OFFICER; CREDITORS.

14. INDUSTRIES AND COMMODITIES FILE (INCO A-Z); U.S. CITIZEN BUSINESS VISITORS; FINANCIAL, COMMERCIAL DATA; RMH AND 10 FAM 300; NO ROUTINE DISCLOSURE OUTSIDE DEPARTMENT; CORRESPONDENCE STORED IN BAR-LOCK CABINET IN C&R SECTION, ITEMS RELATING TO ONE OR MORE INDIVIDUALS INCLUDED IN COMMON FOLDER, RETAINED THREE YEARS; C&R OFFICER; GENERALLY, INDIVIDUALS ONLY.

15. LABOR FILE (LAB); U.S. CITIZEN CONTRACT EMPLOYEES OF AIFLD; FINANCIAL AND PERSONAL DATA; RMH AND 10 FAM 400; NO ROUTINE DISCLOSURE OUTSIDE DEPARTMENT; CORRESPONDENCE STORED IN BAR-LOCK CABINET IN C&R SECTION, ITEMS RELATING TO ONE OR MORE INDIVIDUALS INCLUDED IN COMMON FOLDER, RETAINED THREE YEARS; C&R OFFICER; INSURANCE COMPANIES.

16. CULTURAL AFFAIRS FILE (CUL); U.S. CITIZENS WHO HAVE PARTICIPATED IN SURINAM CULTURAL EVENTS; BIOGRAPHICAL DATA; RMH AND DEPARTMENTAL REGULATIONS; NO ROUTINE DISCLOSURE OUT- UNCLASSIFIED

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SIDE DEPARTMENT; CORRESPONDENCE STORED IN BAR-LOCK CABINET IN C&R SECTION, ITEMS RELATING TO ONE OR MORE INDIVIDUALS INCLUDED IN COMMON FOLDER, RETAINED THREE YEARS; C&R OFFICER; GENERALLY, INDIVIDUALS ONLY.

17. PUBLIC RELATIONS FILE (PR); U.S. CITIZENS WHO ARE THE SUBJECTS OF LETTERS OF INTRODUCTION OR WHO INQUIRE ABOUT JOBS IN SURINAM; RMH AND DEPARTMENTAL REGULATIONS; NO ROUTINE DISCLOSURE OUTSIDE DEPARTMENT; CORRESPONDENCE STORED IN BAR-LOCK CABINET IN C&R SECTION, ITEMS RELATING TO ONE OR MORE INDIVIDUALS INCLUDED IN COMMON FOLDER, RETAINED THREE YEARS; C&R OFFICER; CONGRESS, GENERAL PUBLIC.

18. FOLLOWING ARE CENTRAL FILES CLASSIFIED RECORDS.

19. PROTECTIVE SERVICES FILE (PS); U.S. CITIZENS WHO FACE ARREST OR BODILY HARM; BIOGRAPHICAL, FINANCIAL DATA; RMH AND 7 FAM 350; NO ROUTINE DISCLOSURE OUTSIDE DEPARTMENT; CORRESPONDENCE STORED IN COMBINATION SAFE IN C&R VAULT AREA, ITEMS RELATING TO ONE OR MORE INDIVIDUALS INCLUDED IN COMMON FOLDER, RETAINED THREE YEARS; C&R OFFICER; GENERALLY, INDIVIDUALS ONLY.

20. ECONOMIC AFFAIRS FILE (E); U.S. CITIZENS WHO ARE INVOLVED
IN TRADE DISPUTES; FINANCIAL, COMMERCIAL DATA; RMH AND 10 FAM
980; NO ROUTINE DISCLOSURE OUTSIDE DEPARTMENT; CORRESPONDENCE
STORED IN COMBINATION SAFE IN C&R VAULT AREA, ITEMS RELATING TO
ONE OR MORE INDIVIDUALS AND FIRMS INCLUDED IN COMMON FOLDER,
RETAINED THREE YEARS; C&R OFFICER; CREDITORS.

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Message Attributes

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Margaret P. Grafeld
Declassified/Released
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06 JUL 2006

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TAGS: AINF, OGEN, NS
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006